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ABSTRACT

The "Cooperative Jobline" is an employment-lead sharing network established and initiated by the Resource Council of Genesee County, a team of service providers from non-profit agencies whose prime function is in placement, job training, and development. This centralized, cooperative exchange system of current, up-to-date, job-related information lists specific job openings, future available positions, applications being accepted, firms accepting resumes, training programs, and other pertinent data. It is implemented by use of a code-a-phone system and a message tape. Only one individual from each member agency has access to the telephone number. The system is also capable of receiving job leads from members. The Resource Council has become a necessary appendage to the success of the Jobline. It meets once a month, works as a unit on community projects for the unemployed, and shares knowledge of programs and activities. (Appendixes, amounting to over one-half of the report, include information sharing forms, Cooperative Jobline Monitor Sheets, a Cooperative Jobline survey form, a report on the Veterans Employment/Information Program, and an interagency resource reference notebook that offers information on agencies--their services, scope of programing, contact persons, and educational resources and material.) (YLB)

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COOPERATIVE JOBLINE:

AN EMPLOYMENT LEAD SHARING RESOURCE NETWORK FOR SERVICE PROVIDERS

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TABLE OF CONTENTS

Page	Content
1, 2	Abstract
3	Introduction
4	Time Line Chart
5	Simplified Organization Chart
6,7	Recource Council Membership
8	Report Information
9 -12	Chapter I "Cooperative Jobline"
13-20	Chapter II Resource Council of Genesee County
21-23	Chapter III Conclusions/Recommendations
24	Appendix Directory

ABSTRACT FOR AE 4669
SPECIAL EXPERIMENTAL DEMONSTRATION PROJECT

Title "Cooperative Jobline" - an employment lead sharing resource network for Service providers.

A centralized, cooperative exchange system of current up to date, job related information that lists specific job openings, future available positions, applications being accepted (dates, times, procedures) firms accepting resumes, training programs and other pertinent data.

Description

The Cooperative Jobline Project was established as a high priority need for Genesee County by community representatives via an Idea sharing Committee (hereafter referred to as the Resource Council of Genesee County).

The group is composed of job club providers, adult student teachers, career and placement counselors, job developers in public agencies and significant others.

The access to a taped listing of job opportunities assisted both the Service Provider and the individual job seeker in a unique fashion. Job related information was available only to Council members who shared the data with their screened job-ready clientele. This systemized approach alleviated what could have resulted in chaos for local employers and lessened the possiblilty of uncontrollable mass attacks from multiple job applicants.

Product

The "Cooperative Jobline" system strengthened the job lead sharing networks already in force. A code-a-phone message system dispensed the relative data on a call-in basis. A 3 to 4 minute tape was made, monitored and edited with the use of a minimal staff committment; one person and in kind managerial and directing contributions.

The system was also capable of receiving job leads from members. (See Jobline chapter) Initial plans called for a one year experimental plan of operation as a demonstration project with plans to develop as an on-going project. Participation and interest have generated continuance of the project in 1985. (See recommendations section)

Results

As projected, the Cooperative Jobline did act as a gelling agent and functioned as a community wide collaborative effort to initiate, maintain, evaluate and improve the employment lead sharing resource network system.

(continued)

Abstract (continued)

The Resource Council of Genesee County became a necessary appendage to the success of the Jobline. The team met on a monthly basis, touring facilities, utilized shared knowledge of programs and activities and broadened their support network. (See chapter on Resource Council)

The Council cooperated on special projects. A Resource Notebook describing agencies, their respective services and contact persons was developed. (See appendix)

The Cooperative Jobline and the Resource Council have made a significant impact on Genesee County by:

1. Increasing access to job related information
2. Creating, implementing , developing and maintaining a simplistic but effective media for dispensing and sharing of employment data.
3. Building a strengthened and more cohesive and accessible network
4. Multiplying the inter-agency exchanges, referrals and co-programming.
5. Making some forward progress in the dissolution of "turf-dom"

Forecast

The Cooperative Jobline Project and the establishment of a Resource Council could readily be duplicated throughout the State for the use and convenience of job club providers, adult student teachers, career and placement counselors, job developers in public service agencies and significant others.

A State-wide referral network and jobline system would have an even greater impact on the individual job seeker, service providers (teachers, trainers, developers, etc.) and would be a strong asset to each and every community.

INTRODUCTION

GOALS:

1) To develop more career/Job opportunities for employment ready clients via the "Cooperative Jobline:

2) To initiate, develop, coordinate and maintain a viable resource network for placement personnel. counselors, educators and service providers.

3) To establish a workable model of a local community wide cooperative job information network with the intent of formulating a state wide resource sharing base.

OBJECTIVES:

1) Participants in the Job line will be able to place more job ready clients in existing vacancies.

2) Participants will become active members of a resource sharing network.

3) Participants will exhibit less " turf Guarding" behavior as members of the Council.

4) Participants will actively plan and implement community wide activities for the unemployed.

RATIONALE:

After a preliminary Idea Sharing session, local community service providers strongly expressed a need for a more unified approach to job lead sharing, a resource committee and identified a cooperative job line and a resource notebook for service providers as top priorities.

RESULT:

The Cooperative Jobline and the Resource Council were developed to meet these needs. A Resource Notebook was compiled (See apendix)

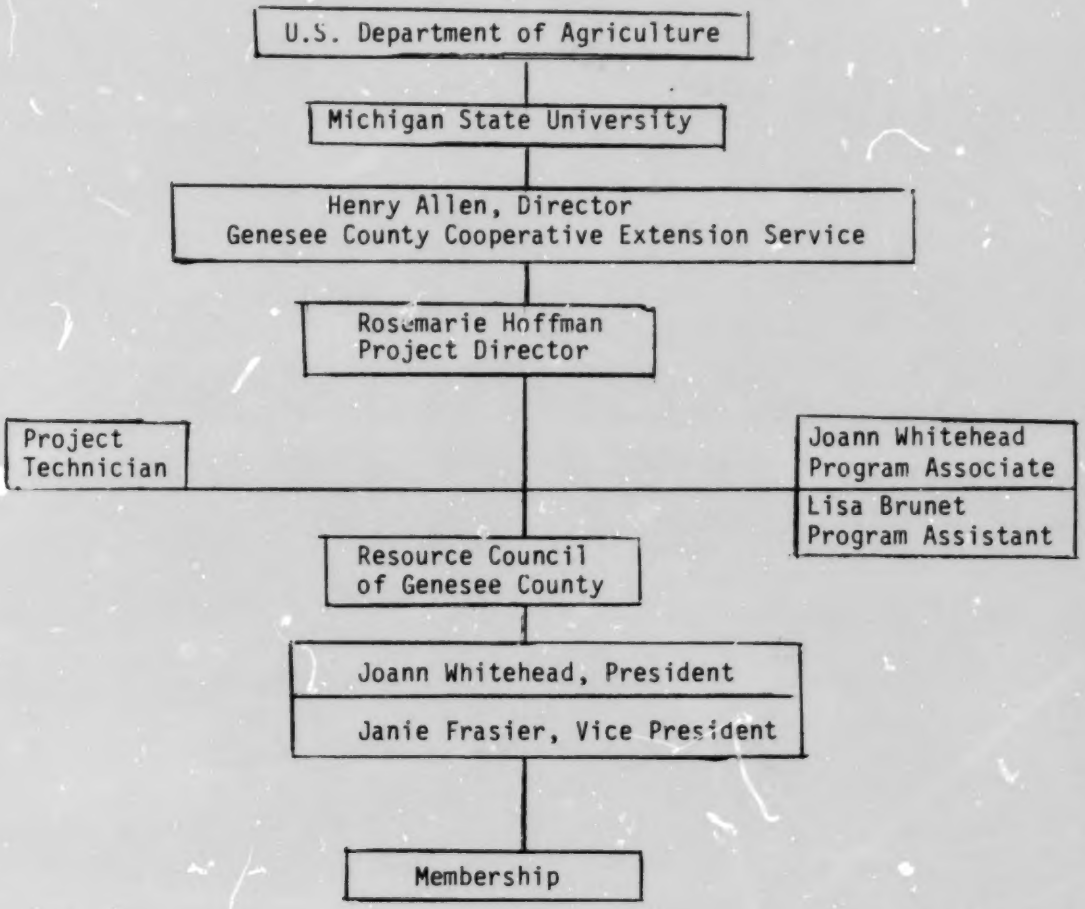
TIME LINE

DATE	ACTIVITY
April 3, 1984	Convened Planning meeting of placement personnel to establish Resourch Council of Genesee County.
April 10, 1984	Purchase equipment
April 12, 1984	Mailed out invitations to placement counselors in county to become members of Council
April 17, 1984	Installed telephone service
April 19, 1984	Hired program assistant
April 26, 1984	Conducted inservice on "Jobline" procedures
May 1, 1984	Job Line Service begins
December 31, 1984	Project completed
January 4, 1985	Council voted to continue the project with a fee for agency participation in the Job Line.

*** Monthly meetings of the Resource Council are held the second Wednesday of each month.

Evaluation of the "Job Line" is conducted at each meeting

Simplified Organization Chart



*Membership list follows

RESOURCE COUNCIL MEMBERSHIP

Betty Ramsdell-Kent Copeman
Mott Adult High School
1231 E. Kearsley Street
Flint, MI 48503
(313) 762-1101

Glenda Douglas
Michigan Employment Security Comm.
G-5402 Clio Road
Flint, MI 48504
(313) 787-3300

Roberta Gluck
Beecher Job Club
Riley Bldg. 1149 Klein St.
Mt. Morris, MI 48458
(313) 686-1660

Bert Simmonds- Placement
Goodwill Industries
501 S. Averill
Flint, MI 48506
(313) 762-9965

Jane Cole-Stitt
Special Projects/Flint Schools
3218 N. Franklin-Lewis Ctr.
Flint, MI 48506
(313) 762-1800

James W. Hall-Burroughs House
Flint Community Schools
925 S. Avon
Flint, MI 48503
(313) 762-1299

Diane Hoedeman
Rubicon-Odyssey
1225 Detroit Street
Flint, MI 48503
(313) 238-0483

Linda Jones
Valley Area Agency on Aging
708 Root Street
Flint, MI 48503
(313) 239-7671

Linda Lewis
OIC Job Club
708 Root Street
Flint, MI 48503
(313_ 744-0130

Lynne Gearhart
Michigan Employment Security Commission
G4150 Van Slyke
Flint, MI 48507
(313) 767-0150

Janie Frasier
Michigan Rehabilitation Service
125 E. Union St. 7th floor
Flint, MI 48503
(313) 768-2110

Sherri Deland -MESC
Genesee Intermediate School
2413 W. Maple Ave.
Flint, MI 48507
(313) 767-4310 Ext: 216

Richard G. Steinhoff
Department of Social Services
125 E. Union St. 5th floor
Flint, MI 48502
(313) 768-2277

Linda Smith
Flint Urban League -OJT
708 Root Street
Flint, MI 48503
(313) 235-6210

Pamela Teunis -Genesee County
Community Mental Health
420 S. 5th Avenue
Flint, MI 48503
(313) 257-3669

Barbara McGhan
Senior Aide Project
2941 Raskob
Flint, MI 48503
(313) 762-1090

Charlene Pully
Michigan Indian Employment and Training
124 W. 1st Street
Flint, MI 48502
(313) 235-7129

Jacqueline Giles
Detroit College of Business
3115 Lawndale
Flint, MI 48504
(313) 239-1443

(continued)

RESOURCE COUNCIL MEMBERSHIP (continued)

John Litwin
Flint Residential Care Center
1526 W. Court Street
Flint, MI 48503
(313) 768-2302

Craig Searight-Placement
Mott Community College
1401 E. Court Street
Flint, MI 48502
(313) 762-0324

Bev Reynor/Jean Marshall
Project Life-Lewis Center
3218 N. Franklin
Flint, MI 48506
(313) 762-1193

Rosemarie Hoffman
MSU Cooperative Extension Service
G-4215 W. Pasadena Avenue
Flint, MI 48504
(313) 732-1484

Joann Whitehead
MSU Cooperative Extension Service
G-4215 W. Pasadena Avenue
Flint, MI 48504
(313) 732-1484

Joan Jacobs
New Paths, Inc.
756 E. Hamilton
Flint, MI 48505
(313) 233-5340

Carol Brown
Jordan College
3488 N. Jennings Road
Flint, MI 48504
(313) 789-0520

Bev Browning
Genesee/Shiawassee Employment and Training
Administrative Unit
323 Reuther Center 708 Root Street
Flint, MI 48503
(313) 238-8165

REPORT AUDIENCE

This report was prepared for use by placement counselors, job club providers, adult education personnel, job developers and significant others with a special interest in developing effective information sharing networks to help the unemployed.

COPIES OF THIS REPORT ARE ON FILE AT:

1) Michigan Department of Education
Adult Extended Learning Services
Basic and Community Education
Box 30008
Lansing, Michigan 48909

2) Michigan Cooperative Extension Service
Genesee County
G-4215 W. Pasadena Avenue
Flint, MIchigan 48504

3) National Center for Research in Vocational Education
1960 Kenny Road
Columbus, Ohio 43210
(ERIC)

CHAPTER I "COOPERATIVE JOBLINE"

BACKGROUND

Statement of Problem

Genesee County has been heralded for some time as the the "Unemployment Capitol" of the nation due to the strong reliance on automotive related employment. Any down turn in the industry brings about economic chaos for many of the general population.

Local educational institutions perceiving the need for individual assessment of skills and/or training for the unemployed became involved in pre-employment training and developed a limited structural resource network for service providers, usually funneling clientele to the appropriate community training programs and making inter-agency referrals but simultaneously encountering some seemingly insurmountable Road Blocks:

1. Limited Access

   Service providers had an adequate supply of employment ready individuals prepared for the job market but had limited access to the knowledge of available positions. Each individual agency had to establish and develop time consuming, rapport and support from local employers.

2. Cooperation

   Inter-agency cooperation seemed to become bogged down at the most important point of serving the newly trained unemployed; assisting them in finding suitable un-subsidized employment. At this juncture communication lagged and there was some turf guarding of job leads

and resource information that may have been advantageous to a few agencies but hampered the number of positive placements and the individual job success rate. Often job leads were left unfilled because of lack of dissemination of current information. Frustrations ran high because job Want LIsts were "Cold" (outdated).

3. Program Restrictions

Program restrictions caused another problem by over emphasizing the value of certain income, age or educational groups as prime targets of interest, this in turn provided relavent needed services to specific, categorized clientele but the specialization again resulted in a breakdown of communication from employer to respective future employee. Prioritization thereby limited the amount of positive results for a more generalized audience.

4. Lack of a continuing cooperative resource network for job placement/ trainers/educators/counselors and service providers added to the complex problems previously stated by giving rise to mis-information, apprehension, doubt and a general feeling of isolation on the part of the service providers.

*** Prior to the development of the Resource Council of Genesee County and the initiation of the Cooperative Jobline, a viable employment lead sharing resource network was sorely needed but was virtually non-existent.

DESCRIPTION

The "Cooperative Job Line" is an employment lead sharing network established and initiated by the Resource council of Genesee County, a team of service providers from non-profit agencies whose prime function is in placement, job training and development.

The "Cooperative Job Line" provides current, up to date information on the jobs available on any given day. The system is implemented by use of a code-a-phone system and a message tape that requires a touch-tone telephone system or the use of a de-coder. The phone number is used only for this project and is available only to the members of the Resource Council.

Only one individual from each agency has access to the system, their constituents receive job related information from them. There was initially no charge for membership and utilization of the Cooperative Jobline however at the conclusion of 1984 it was decided to continue the project at the cost of $10.00 per annum per member. A letter of intent to become a member of the Resource Council and a contributor/ user of the Cooperative Jobline is also required. Letters were addressed to the Project Director, Rosemarie Hoffman.

The general public population will not have access to the job related information. A program assistant was hired to receive and record job information and to create and monitor the message tapes. A portion of the message tape covers imput calls as well as search calls.

Job leads are provided by members of the Council, Michigan Employment Security Commission and employers.

(continued)

Description (continued)

The system is monitored and verified and evaluated on a monthly basis.

The overall goal of the Jobline is to act as a catalyst for a more unified approach to community agency sharing of job related information. This should engender a broader sense of cooperation among Agency representatives and simultaneously increase the ratio of positive placement statistics for each Council member.

The Cooperative Job Line project is a community wide project and not the handiwork of any one individual or agency. The project is a first for the Michigan Department of Education -Adult Extended Learning who funded the project with a small grant for the period of one year.

IDENTIFICATION

All Council members are issued a code number to facilitate the recording of known job listings and provide confidentiality.

LOGISTICS

The Cooperative Job Line is housed in the offices of the Cooperative Extension Serivce...Members felt that the open educational policy and practices of the agency provided a non-threatening environment.

IMPLEMENTATION

A program assistant was hired to monitor the tape daily, keep records, send mailings to the Council and type minutes of the Resource Council and the Veterans' Planning Committee (a subsidiary arm of the Resource Council) It was necessary at the conclusion of 1984 to close this position...the need was even stronger for a full time assistant but funds were unavailable at the time to continue.

Chapter II

RESOURCE COUNCIL OF GENESEE COUNTY

The Resource Council of Genesee County is the by-product of the efforts and concerns of community minded individuals who have banded together in trying economic times to help alleviate the trials and hardships of thier clientele who are unemployed, under-employed, economically disadvantaged or making career changes.

In the past year, the participating agency representatives worked cohesively as a team in sponsoring and coordinating Job Fairs, employment related programming and other community resource sharing events. The common bond was to find work for the unemployed and to provide current resource data.

The goals and purposes of the Council are to:

1. foster a renewed awarness of local job and training opportunities
2. increase sensitivity to client, inter-agency contacts and overcome barriers
3. enhance continued community cooperation by co-sponsoring programs and increasing cross-referrals
4. overcome the seemingly ever present presence of turf-dom (share information and job leads by a more definite and direct route)
5. provide a neutral job lead sharing network system that works

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Membership

Membership in the Resource Council of Genesee County is open to all persons in Genesee County whose primary work function is in job placement/education or training and who are employed at a public agency.

The nucleus of the core group was the assembling of interested parties as a community wide Idea Sharing sounding board. Initial membership in the council included persons who may have previously worked together on special projects or had common interests.

Prior to the beginning of 1984 a group of 15 members met and discussed priorities. At the end of 1984, even with attrition due to discontinued projects and changes in personnel the membership has increased to 27 with several new memberships pending.

Functions

The Resource Council acts as a sounding board for inter-agency programming, special events and offers opinions and outlooks on specific and important community issues and concerns.

The Council members act as user/contributors to the Cooperative Jobline project.

(continued)

Functions (continued)

Council members share and provide data and feedback relative to the Cooperative Jobline development, operation and efficiency.

The Resource Council provides a foundation for members to update their awareness of new business and program development.

The Council offers access to a non threatening environment which is conducive to strengthening networking.

Meetings

The Resource Council of Genesee County meets once a month on the second Wednesday from 1 p.m. to 3 p.m.

The purpose of the meetings has been to expand in the sharing of information, increase familiarity and contacts with the goals and services of other agencies and to enlarge the networking of people in placement.

The meetings are held in various locations throughout the year to increase awareness of programs, facilities and the services available in the community. The locations primarily consist of, membership sites, educational, training or employment related agencies.

Speakers

Guest speakers from UAW TRAINING CENTERS, JPTA, COMMUNITY DEVELOPMENT and others are asked to speak on current issues and development. This facet of the Council assists the general membership in becoming better informed of the business climate, employment and training outlook and economic overview for Genesee County and its environs.

Activities

The Resource Council works together as a unit on community projects for the unemployed.

At the Genesee County Fair members manned an information booth for an entire week. A 7 ft. banner highlighting the Resource Council and its members was the backdrop for the information center. Brochures and literature were distributed. The information included resumes, cover letters, job skills, career choices, training programs, adult education and individual agency materials. Career testings and counselings were offered on the scene. The MOIS (Michigan Occupational Information System) was available. Membership reported a noticeable upsurge in client contacts after participating in the event.

Some of the members served on the planning commiteee for the Veterans Employment/Information Program that this year served over 225 Veterans and their families. Other members were present

(continued)

Activities (continued)

during the activity to meet, encourage and assist the unemployed veteran with information regarding their programs and general job related or problem solving information. The Mayor of the City of Flint, James A. Sharp officially proclaimed November 8, 1984 as Veterans Employment/Information Day. (A copy of this complete report is in the appendix.)

Accomplishments

At its inception the Resource council set forth some goals and objectives they would like to achieve.

One of their prime goals and one thay felt had the utmost urgency was the establishment and development of the Cooperative Jobline - an employment lead sharing network for Service providers. With an initial grant from the Michigan Board of Education, Adult Extended Learning this goal became a reality and the Jobline has been in operation for a great portion of 1984 and into the calendar year of 1985. (See separate chapter on Cooperative Jobline).

A secondary goal was to develop a Resource Notebook that listed specific agencies, contact persons and services for easier access to co-programming, referrals and networking. This goal was also accomplished in 1984. (See appendix for copy of the Resource Notebook).

(continued)

Accomplishments

Another goal of the Council was to increase access to information that would assist the membership in their respective positions. As mentioned previously the guest speakers and tours of various agencies helped immensely in this area.

The Information Sharing portion of each meeting allows members to have direct input on current up to date information. The Council has also achieved its goal of becoming better informed.

Prior to 1984 Networking was sometimes at a stand still or almost nil for some of the members. The Council has made substantial inroads in overcoming roadblocks to communication and promoting more inter-agency action. MESC and CES as well as other organizationa have all given whole-hearted support to both the Resource Council and the Cooperative Jobline.

A dent has been made in the wall of 'turf-dom', a major breakthrough accomplished.

As the Council continues to grow and progress this is an area that continues to be a somewhat delicate, hard to handle, fact of life. The Council fully intends to work toward an even greater dissolution of turf-guarding and plans to intensify their efforts for a truly cohesive cooperative group.

For further information on the accomplishments of the Resource Council see the Membership Packet in the appendix.

(continued)

Officers

The Resource Council is coordinated by the efforts of a president and vice-president working through the project director, Rosemarie Hoffman. The officers for 1984 were, Joann Whitehead, president, Janie Frasier, vice-president.

Council President The Council President should be fully aware of the two-fold purpose of the Resource Council of Genesee County and be able to act as a gelling agent to cement community relations, initiate membership, promote and coordinate the project and maintain group participation and interest.

Requirements: Must work closely with the project director to implement and facilitate the project. Have an ability to communicate with other committee members, community leaders, employers, etc. Coordinate and chair Resource Council meetings and outside activities. Attend meetings and represent the Resource council in other areas (i.e. Lansing or other cities) pursuant to the project development or evaluation.

Council Vice-President The Council Vice President should have a keen awareness of the project goals and objectives and act as a support staff to the Council President.

Requirements: Work closely with the President and the project director to implement and facilitate the project. Assist the president in the set up and completion of meeting schedules. May be required to attend meetings in other areas (i.e. Lansing

(continued)

Officers (continued)

or other cities) pursuant to the project development or evaluation.

Work closely with the president, committee members and project director to promote the project. May be required to represent the Council or conduct meetings in the absence of the Council president.

(See appendix for officer descriptions)

Chapter III CONCLUSIONS AND RECOMMENDATIONS

It has often been said that a group or a program is made or broken by the enthusiasm or lack of it by its members. The support and enthusiastic response of the Resource Council of Genesee County continues to be sustained at a high level. Since the membership is composed of public sector agency representatives, attrition is present but interest and membership continues to grow. The group has increased membership from 15 to 27 members in a year and several others have expressed a desire to participate as members.

Participation in meetings and activities is good. Evaluations and general discussions have shown that the membership strongly favors continuance of the Resource Council as well as the Cooperative Jobline. The group expressed a willingness to pay a fee of $10.00 per annum to continue the taped message program.

The membership has seen its goals become reality and they believe the concepts of the Cooperative Jobline and the Resource Council really work. Overall participation, enthusiasm and willingness to donate financillly to make these things happen are all corroborative evidence of this fact.

The membership of the Resource Council of Genesee County is pleased to report that its mission for 1984 was successfully accomplished.

RECOMMENDATIONS

The Resource Council unanimously favored continuing to meet in 1985. Members pay a fee to continue the use of the "Jobline resource system.

As is the case with almost any new group, even though the Council has achieved all of its initial goals, increased membership and made a dent in 'turf-dom, the membership would have liked to have achieved more. The outcome is that 1985 looks to be a very promising year.

If another county wants to duplicate the Council or Jobline it would definitely be an asset to the community at large, the unemployed person, employers, adult student teachers, career or placement counselors., job trainers or job developers.

The structure and regular sharing of information is very conducive to increased productivity for clients, agency representatives and the agencies themselves as well as the overall community .

The Cooperative Jobline is still in operation with the help of volunteers and the Council president. The tape is monitored semi-weekly. The expense of the phone is subsidized by the $10.00 per annum membership fee previously mentioned.

Recomendations (continued)

It is important to realize that the Council members deemed the Jobline valuable enough to provide the funds to continue its operation.

Most members expressed that the Jobline should be added to and the network enlarged, possibly state-wide.

Their recommendations included the expressed need for a full time person to monitor, evaluate and collect job leads for the message system. Sort of a liason between industry and service providers.

The Cooperative Jobline and The Resource Council of Genesee County have been successful in Genesee County and could be readily duplicated in other counties on a state-wide basis.

APPENDIX

A	Idea Sharing Session
B	Cooperative Jobline Description
C	Resource Council Description
D	Resource Souncil Membership List
E	Resource Council Officer Requirements: President
F	Resource Council Officer Requirements: Vice President
G	Information Sharing Forms
H	Cooperative Jobline Monitor Sheet (blank)
I	Cooperative Jobline Monitor Sheet (Sample of actual leads)
J	Cooperative Jobline Survey
K	Veterans Report
L	Resource Notebook

IDEA SHARING SESSION

June 13, 1983

The following ideas were presented and shared:

Sharing of Educational Resources and Services (Inter-agency)

Community Service Orientation Day

Educational/Training Resource Booklet

Open House or 2 day seminar for providers

On-going relationship of membership and sharing on a monthly basis

Booth at County Fair

Update program/ workshop for service providers

Sharing Time for each agency/organization, one each meeting

Flyers/information packet (What others have to offer)

Update on the job market (What employers are looking for/where are the jobs

Employer Panel (What they want/future trends, job fair)

Meet as a large group for idea sharing

Stress Management for Service Providers (MSU Dr. Anne Soderman)

Target Population (Description of clientele best served, educational level, cost, etc.)

How to initiate, promote clientele response/participation

Hot Line (General information hot line for jobs)

Answering service for job news and hot line

Booklet for clientele including how to get an out of state job etc.

Speakers Bureau....a resource listing of available speakers, lecturers, trainers.

over)

Prioritized Ideas (listed in order of majority decision)

Resource Booklet — One for providers
One for clientele

Monthly Group Meetings with sharing time

Hot Line Answering Service

County Fair Booth

Update Program for Service Providers

Open House for Service Providers

Outreach with each other

Workshop

Agency Newsletter

Speakers

Other information:

A group decision was made to continue meeting on a monthly basis with a time for sharing of resources. Host agency will send meeting reminders.

A suggestion was made to develop a yearly meeting schedule with time and locations.

The next meeting will be held at the new State Office Bldg. 125 W. Union St. - 5th floor, on Monday afternoon July 11, 1983 at 1:30 p.m..

Priorities for discussion at the next meeting;

Resource Booklets

Hot Line Service

Update program for Service providers

Sharing: Betty Ramsdell will share Mott Adult High Programs

Agencies/organizations may bring packets or other information to share.

Individual agency schedules would be helpful.

COOPERATIVE JOBLINE

"Cooperative Jobline" is an employment lead sharing network established and initiated by the Resource Council of Genesee County, a team of service providers from non-profit agencies whose prime function is in placement, job training and/or development.

The"Cooperative Jobline" provides current, up to day information on the jobs available on any given day. The system is implemented by use of a code-a-phone system and a message tape. The phone number is used only for this project and is available only to the members of the Resource Countil.

Only one individual from each agency has access to the system, their constituents receive job related information from them. There is at the prosent time no charge for membership and access to the Cooperative Jobline. However, in order to continue through 1985 a charge of $10.00 per annum may be charged to each member of the Resource Council to cover the cost of the phone usage.

A letter of intent to become a member of the Resource Council and a contirubuer/user of the Cooperative Jobline is the initial Letters should be sent to:

Rosemarie Hoffman, Project Director
Cooperative Extension Service
G-4215 W. Pasadena Avenue
Flint, MI 48504

The general public population does not have access to the job related information. A staff representative is on hand each day to receive and record information and to create a new message tape. A portion of the message tape accepts input calls as well as search call.

Job leads are provided by all members of the Council, MESC and employers. The system is monitored and verified and is evaluated periodically.

The overall goal of the Jobline is to act as a catalyst for a more unified approach to community agency sharing of job related information. This should engender a broader sense of cooperation among agency representatives and simultaneously increase the ration of positive placement statistics for each Council Member.

(continued)

The project is a community wide project and not the handiwork of any one individual or agency. The project was a first for the Michigan Department of Education- Adult Extended Learning who funded the project with a small grant for the period of one year.(1984).

The Cooperative Jobline system is still in operation and is projected to be for the year of 1985 with several options:

1. Hire a Work-study person to monitor tape - pursue job leads - work with employers.

2. Pursue possible additional funding.

3. Minimize the project.

The recommendation of the Resource Council is to keep the Cooperative Jobline in use.

732-1484

PROJECT DIRECTOR:
ROSEMARIE HOFFMAN
HOME ECONOMIST

COUNCIL CHAIRPERSON:
JOANN WHITEHEAD
PROGRAM ASSOCIATE

COUNCIL VICE CHAIRPERSON:
JANIE FRASIER
768-2110

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RESOURCE COUNCIL OF GENESEE COUNTY

The Resource Council of Genesee County is the by-product of the efforts and concerns of community minded individuals who have banded together in these trying economic times to help alleviate the trials and hardships of their clientele who are unemployed, under-employed, economically disadvantaged or making career changes.

In the past, the participating agency representatives have worked cohesively as a team in sponsoring and coordinating Job Fairs, Employment related programming and other community resource sharing events. The common bond was to find work for the unemployed and to provide current resource data.

The goals and purposes of the Council are to foster a renewed awareness and sensitization and enhance continued community cooperation, overcoming the seemingly ever present presence of Turf-Dom and to provide a neutral Job Lead Sharing Network system that works.

Membership in the Resource Council of Genesee County is open to all persons in Genesee County whose primary work function is in job placement and are employed at a public agency. The council meets once every month on the second Wednesday. The purpose of the meetings has been to enlarge our network of people in placement, to encourage the sharing of information and to become more familiar with the goals and services of other agencies.

A list of established goals were formed by the committee and priorities set by the Council. The number one priority was to establish a "Cooperative Jobline" - an employment lead sharing network for Service Providers.
With a grant from the Michigan Department of Education - Adult Extended Learning Services the Jobline is in operation.

732 - 1484

PROJECT DIRECTOR:
ROSEMARIE HOFFMAN
HOME ECONOMIST

COUNCIL CHAIRPERSON:
JOANN WHITEHEAD
PROGRAM ASSOCIATE

COUNCIL VICE CHAIRPERSON:
JANIE FRASIER
768-2110

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RESOURCE COUNCIL OF GENESEE COUNTY

PARTICIPATING MEMBERS:

- MOTT ADULT HIGH SCHOOL
- MICHIGAN EMPLOYMENT SECURITY COMMISSION - NORTH AND SOUTH OFFICES
- MICHIGAN REHABILITATION SERVICE
- BEECHER JOB CLUB
- GENESEE INTERMEDIATE SCHOOL DISTRICT
- GOODWILL INDUSTRIES
- DEPARTMENT OF SOCIAL SERVICES - EMPLOYMENT/TRAINING
- FLINT BOARD OF EDUCATION - SPECIAL PROJECTS
- FLINT URBAN LEAGUE - OJT
- FLINT COMMUNITY SCHOOLS
- GENESEE COUNTY COMMUNITY MENTAL HEALTH
- RUBICON-ODYSSEY
- SENIOR AIDE PROJECT - FLINT BOARD OF EDUCATION
- GOODRICH SCHOOLS
- VALLEY AREA AGENCY ON AGING
- MICHIGAN INDIAN EMPLOYMENT/TRAINING SERVICE, INC.
- PRE-TRIAL AUTHORITY
- OIC JOB CLUB
- DETROIT COLLEGE OF BUSINESS
- JORDAN COLLEGE
- FLINT RESIDENTIAL CARE CENTER
- NEW PATHS, INC.
- BAKER COLLEGE OF BUSINESS
- MOTT COMMUNITY COLLEGE
- PROJECT LIFE

GENESEE COUNTY RESOURCE COUNCIL

COUNCIL PRESIDENT

The Council President should be fully aware of the two-fold purpose of the Genesee County Resource Council and be able to act as a gelling agent to cement community relations, initiate membership, promote and coordinate the project and maintain group participation and interest.

Requirements:

Must work closely with the project director to implement and facilitate the project.

Have an ability to communicate with other committee members, community leaders, employers, etc.

Coordinate and chair Resource Council meetings and outside activities.

Attend meetings and represent the Resource Council in other areas (i.e. Lansing or other cities) pursuant to the project development or evaluation.

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GENESEE COUNTY RESOURCE COUNCIL

COUNCIL VICE-PRESIDENT

The Council Vice President should have a keen awareness of the project goals and objectives and act as a support staff to the Council President.

Requirements:

Work closely with the President and the project director to implement and facilitate the project.

Assist the President in the set up and completion of meeting schedules.

May be required to attend meetings in other areas (i.e. Lansing or other cities) pursuant to the project development or evaluation.

Work closely with the President, committee members and project director to promote the project.

May be required to represent the Council or conduct meetings in the absence of the Council President.

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RESOURCE COUNCIL GENESEE COUNTY

Information Sharing

Name of Event /Program _____

Description _____

_____

_____

_____ Location _____
Address City, State, Zip

Time _____ Cost _____

Qualifications _____

_____

_____

Contact Person _____ Phone Number _____

3/84 JW

RESOURCE COUNCIL GENESEE COUNTY

Information Sharing

Name of Event /Program _____

Description _____

_____

_____

_____ Location _____
Address City, State, Zip

Time _____ Cost _____

Qualifications _____

_____

_____

Contact Person _____ Phone Number _____

3/84 JW

COOPERATIVE JOBLINE MONITOR SHEET DATE_____

CODE #	JOB-QUALIFICATIONS	CONTACT	PHONE NO.

COOPERATIVE JOBLINE MONITOR SHEET DATE July 9-13

CODE #	JOB-QUALIFICATIONS	CONTACT	PHONE NO.
[illegible]	X-Ray Tech	Mr. Jackson	787-3300
218	Mgt. Trainee	Mrs. King	787-3300
218	Auto Mechanic	Mr. Harrington	787-3300
218	Electrician	Mr. Graham	787-3300
218	Inter-State Semi-Driver	Mr. Graham	787-3300
218	Dental Tech.	Mrs. Jackson	787-3300
218	Telephone Sales	Mr. Graham	787-3300
892	Dental Tech.	Jane Cole Stitt	762-1800
680	Fence Sales	Bob Wind	767-0150
680	Sales Person	Bob Wind	767-0150
680	Waiter/Waitress	Bob Wind	767-0150
680	Electrician Field Tech,	Bob Wind	767-0150
680	Lead Carpenter	Bob Wind	767-0150
680	Insurance Sales	Bob Wind	767-0150
680	Butcher	Bob Wind	767-0150
680	Carpet Cleaner	Bob Wind	767-0150
680	Electrician	Bob Wind	767-0150
680	Telephone Sales	Bob Wind	767-0150

7/10 Same Message

7/11 Same Message

7/12 1 Recorded listener 666

Same messages 218,892, & 680 added;

756	Value City	Herb Minkin, Schotlenstein Stores Corp.
		3251 Westerville Rd. Columbus, Ohio

continued on next page

MONITOR LISA

COOPERATIVE JOBLINE MONITOR SHEET DATE July 9-13

CODE #	JOB-QUALIFICATIONS	CONTACT	PHONE NO.
7/12	continued from first page		
	Genesee County Elgibility Lists:	Social Service Worker	
		Social Service Worker(Probate Court)	
		Full & Part Time Registered Nurse (Jail)	
	Genesee County Full/Part Time Employment;		
		Public Information Officer	
	City of Flint Openings;	Principal Clerk Stenographer	
		Fire fighter Emergency Medical Technician Trainee	
461	Mgt. Trainee Bamboo Hut WindMill Place	Diane Hoedeman	238-0483
7/13	Same Message		

MONITOR LISA

CES COOPERATIVE EXTENSION SERVICE

COOPERATIVE JOB LINE
PARTICIPANT SURVEY
December 4, 1984

1. How many times did you place a job lead on the "Job Line"? _____

2. How many times did you listen to information on the " Job Line?"_____

3. How many referrals were made from leads you obtained from the "Job Line"? _____

4. How many interviews were scheduled from leads you obtained from the "Job Line"? _____

5. How many placements were made from leads you obtained from the "Job Line"? _____

6. How many times did you receive a busy signal when calling the "Job Line"?

   never_____ seldom _____ often _____

7. Is the " Job Line" system easy to use? Yes _____ No _____

8. How would you rate the "Job Line" for convenience as a central job lead source?

   excellent _____ good _____ fair _____ poor _____

9. What did you like about the "Job Line"?

10. How could the " Job Line" be improved?

11. Would you recommend the "Job Line" be continued in 1985?

    Yes _____ No _____ Why?

12. What things do you like about the Resource Council of Genesee County?

13. What improvements would you like to see made in the Resource Council?

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Veterans' Employment Information Program

PROJECT SUMMARY

1984

VETERANS EMPLOYMENT

INFORMATION PROGRAM

This project summary has been prepared to assist Planning Committee Members and other interested individuals assess the program and determine priorities for the "seventh" annual, Veterans Employment/Information Program for 1985.

"The reward of a thing well done, is to have done it."
Ralph Waldo Emerson

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TABLE OF CONTENTS

Page 1	Purpose
Page 2	Proclamation
Page 3	What is the Veteran Employment/Information Program?
	Education/Training
	Emergency Veterans Job Training Act
	Employment
Page 4	Employment (continued)
	Targeted Job Tax Credit
	General Resource Information
Page 5	How Well Does the Program Work?
	Who is Responsible for Program?
Page 6	Planning Committee Membership
Page 7	Development Committees
Page 8	Cooperating Agencies and Employers
Page 9	How is the Veterans Employment/Information Program funded?
Pages 10-12 . . .	Financial Report
Page 13	Project Evaluation
	Evaluation Data from Veterans
	Summary
Page 14	Summary (continued)

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PURPOSE

The sixth annual Veterans Employment/ Information was a multi-purpose Community Service project dedicated to those who served in the Armed Forces of the United States as a tribute to the time they spent in protecting the lives and privileges of others.

The program provided Veterans of Genesee, Shiawassee and Lapeer Counties with an opportunity to meet with Agency Representatives, Educators, Trainers and Employers, offered educational and training opportunities and other pertinent information.

The event this year was coordinated by local, city, county, state and federal personnel and agencies working in a united effort to help the unemployed Veterans.

(See Proclamation)

A Genesee, Lapeer, Shiawassee County Community Service Project sponsored by:

Michigan State University Cooperative Extension Service, Veterans Information Center, Michigan Employment Security Commission, United Way, Community Mental Health, Viet Nam Era Veterans Readjustment Center, Michigan Rehabilitation Services, Mott Community College, Lapeer County Dept. of Veterans Affairs, veterans' organizations and other supporting agencies and employers.

Office of the Mayor

Proclamation

WHEREAS: Great deeds are only accomplished with the combined efforts of many. Veterans Employment Information Day recognizes the accomplishments of all those who have fought to keep us free, protected their own native land and have served their fellow Americans with honor and dignity; and

WHEREAS: Each year in recognition of veteran accomplishments and in the spirit of gratitude, federal government representatives, statesmen, county and city officials, community service and veterans organizations, employers, educators and other concerned individuals unite in a common purpose; and

WHEREAS: The Sixth Annual Veterans Employment Information Program is designed and dedicated to achieve a tri-fold purpose: to provide resource information to offer career and job opportunities for, and to attempt education and training sources.

NOW, THEREFORE, I, James A. Sharp, Jr., Mayor of the City of Flint, do hereby proclaim November 8, 1984 as:

"VETERANS EMPLOYMENT INFORMATION DAY"

in the City of Flint.

FURTHERMORE, November 8, 1984 is also proclaimed to be a day that veils various segments of local and surrounding counties in a united effort to serve the needs of veterans. On behalf of the collective body of individuals who enthusiastically worked together to achieve their goals, the Veterans Employment Information Day is also officially dedicated to express a show of gratitude for veterans service.

James A. Sharp, Jr.
Mayor, City of Flint

WHAT IS THE VETERANS EMPLOYMENT/INFORMATION PROGRAM?

The Veterans Employment/Information Program is a Community Service project that this year serviced Veterans in Genesee, Shiawassee and Genesee County. Unemployed Veterans were provided an opportunity to meet with supportive agency representatives, educators, trainers and employers in a unique multi-purpose, one day, one stop event.

Each year the program emphasizes and highlights three specific factors:

EDUCATION and/or TRAINING

EMPLOYMENT and JOB PREPARATION OPPORTUNITIES

GENERAL RESOURCE INFORMATION

EDUCATION - TRAINING

Recruiters and counselors from various schools and places of extended learning programs are on hand to offer guidance in selecting classes, methods of registration, financial aid information and provide easier Veteran access to education and training.

Job Club representatives provide information on pre-employment training information and tips on resume writing, interview techniques and positive job seeking strategies.

Emergency Veterans Job Training Act - This year the Emergency Veteran Job Training Act was highlighted to provide Veterans and Employers with first hand pertinent data regarding the extension of the eligibility date of the program. Veteran registration for eligibility was done on - site, as well as consultations with representatives from the Veterans Administration.

Packets of information for Employers on EVJT were distributed to promote an in depth awareness of the benefits to the employer in providing training for Veterans.

MESC (Michigan Employment Security Commission) representatives from each county were on hand to explain their role in implementing this federally funded project.

Many positive responses from individual Veterans praised the convenient access to and availability of receiving this information.

EMPLOYMENT

This portion of the program is one of the strengths of the day's activities and provides an opportunity for interested employers to recruit and/or counsel for employment some highly trained and employment ready individuals in a cooperative atmosphere.

The participating employers this year were pleased with the positive interactions and reported that they had found some individuals they could untimately hire or keep in mind for future job possiblities.

Veterans were given ample time to interact with the employers present in a non threatening setting.

Plans for future events include braodening the employment related portion of the program.

TJTC Targeted Job Tax Credit information was shared for individual Veterans and employers. This is an incentive for employers and a hiring plus for Veterans. quite a few of the Veterans present expressed having little or no knowledge of the program (TJTC). They were definitely pleased to have the facts regarding their eligibility and how to apply.

Several poignant and thought provoking questions were raised by troubled and concerned Veterans, whose stress levels highly reflected the important need for programs like the Veteran Employment/ Information Day.

GENERAL RESOURCE INFORMATION

Packets of resource infromation are distributed annually to every participating Veteran and this year's packets were specially designed for each County to provide relevant information on local references, businesses and personnel.

Information is provided on individual and family survival, employment training, job seeking tips, educational benefits and opportunities, funding, problem solving and other more specific needs.

The packet has proven to be a continued impetus for accomplishment for the Veterans themselves and other family members as well. Veteran comments included..." best assortment of information ever... I refer to my packet constantly...I share it with my friends... now I know where to go for help and where to start."

One Veteran family member looking through the 1983 packet found information on Job Clubs, enrolled in "Employability Plus" and is now gainfully employed. Other Job Clubs, educational programs and service agencies have also benefited in this ongoing way, reporting a new and fresh outlook by the Veterans they work with and an increased demand for their services.

The packets have immediate and lasting value and add considerably to the future chances for Veteran personal development.

At the present time 300 packets have been distributed in 1984. There are still some copies available at the Cooperative Extension Office for individual Veteran or agency use. There is no charge, pick them up at your convenience.

Many hours of preparation and assembling of materials went into the development of the resource packet. As in prior years, Veterans gave of their time to help in putting the packets together.

HOW WELL DOES THE PROGRAM WORK?

Community awareness and willingness to cooperate in the event is always very favorable. One specific problem oriented agency (substance abuse and prevention) representative stated, "This is the best program I have seen for the unemployed. It offers hope, encouragement and easy access to overcoming their frustrations and fears. Please include me in future events."

Many Veterans work in support of the program. It is only with combined efforts of many concerned individuals that the project can be implemented.

Participating this year:

225 Veterans
11 Employers
64 Agency Representatives

The astounding fact is that the program continues to work long after the program date via:

Veterans enrolling and participating in Education and training programs & Job Clubs.

Veterans finding work (due to information or employer access received from the event).

Veteran family members benefit from resource information and assistance.

Participating agencies report an increased awareness and use of the Veteran or job related services.

Like the proverbial "snowball" the annual Veteran Employment/ Information Program gets the ball rolling.

WHO IS RESPONSIBLE FOR THE PROGRAM?

The Veterans Employment/Information Program is planned, coordinated and implemented by concerned and supportive agencies and their representatives and local Veterans working together as a team to provide employment and resource information for those who previously served us so well.

The Cooperative Extension Service provides leadership to the planning committee. A project of this depth and magnitude can only be accomplished as a cooperative venture.

*A list of committee members, local employers and agency representatives who participated this year follows.

Peggy Brown
Admin, Ass't. Dean of Mgt.
Mott Community College
1401 E. Court St.
Flint, MI 48502
762-0409

Kay Cummings, Home Economist
Extension Service
Shiawassee County
701 S. Norton St.
Corunna, MI 48817
517-743-3421 Ext. 251

Mary Derck
M.E.S.C.
307 S. Court
Lapeer, MI 48446
664-4270

Glenda Douglas
M.E.S.C. Vet. Rep.
G-5402 Clio Rod
Flint, MI 48504
787-3300

Lynne Gearhart
M.E.S.C. Vet. Rep.
G-4150 Van Slyke
Flint, MI 48507
767-0150

Joyce Johnson, Coordinator
Veterans Information Center
1101 Beach St.
Flint, MI 48502
768-2117

Ed Merritt
Michigan Rehavilitation Service
125 E. Union St. 7th Floor
Flint, MI 48502
768-2117

James Kilbertus
Veterans Administration
McNamara Federal Bldg.
477 Michigan Ave.
Detroit, MI 48226
226-4303

Richard Needham
1315 West Mc Clellan
Flint, MI 48505
787-4567

Gabriel Lewis
Director, Dept. of Vet. Affairs
1575 Suncrest Dr.
Lapeer, MI 48446
667-0256

Evelyn Mackeye, Director
Labor - Community Services
United Way
202 E. Blvd. Drive
Flint, MI 48502
232-8121

Michael Putnam
M.E.S.C.
307 S. Court St.
Lapeer, MI 48446
664-4270

Armando Enriquez
Senator Riegle's Office
352 S. Saginaw
Flint, MI 48502
234-5621 - Ext. 380

Gail Shulman
Flint City Government
1101 S. Saginaw St.
Flint, MI 48502
766-7346

Virgil Yerrick, Director
Dept. of Vet. Affairs
701 S. Norton
Corunna, MI 48817
517-743-4358

Rosemarie Hoffman
Home Economist
MSU Cooperative Extension Service
G-4215 W. Pasadena Avenue
Flint, MI 48504
732-1484

Joann Whitehead
Program Associate
MSU Cooperative Extension Service
G-4215 W. Pasadena Avenue
Flint, MI 48502
732-1484

DEVELOPMENT COMMITTEES

EMPLOYERS

Lynne Gearhart
Mary Derck
Michael Putnam

HOSPITALITY

Peggy Brown
Richard Needham

AGENCIES

Gail Shulman
Enrico Armindez

FUNDS

Joyce Johnson
Evelyn Mackeye

POSTERS

Lynne Gearhart
Glenda Douglas
Mary Derck

PUBLIC RELATIONS

Veterans Planning Committee
Chairperson

MATERIALS

Richard Needham
Veterans Planning Committee
** Joann Whitehead

SPEAKERS

Jim Kilbertus
Glenda Douglas

* All Development Committees worked with the chairperson and the overall planning committee goals to achieve their purpose.

** Veterans Planning Committee chairperson

COOPERATING AGENCIES AND EMPLOYERS

MSU Cooperative Extension Service
Veterans Information Center
Michigan Employment Security Commission
United Way
Community Mental Health
Michigan Rehabilitation Services
Mott Community College
Lapeer Cty. Dept. of Veterans Affairs
Shiawassee Cty. Dept. of Veterans Affairs
Score Small Business Administration
University of Michigan-Flint
Veterans Administration
Family Service Agency
Dale Kildee's Rep.
Urban League of Flint
VA Guidance Center
Veterans of Foreign Wars
Thumb Area Emp. & Trng. Consortium
Genesee County County Community Action Agency

Mott Adult High School
Americal Legion
Intake Assessment & Referral
Senator Donald Reigle's Rep.
City of Flint
Vail Center- Lapeer
Disabled American Veterans
Vietnam Veterans
Royal Manufacturing Co. Inc.
I. B. M.
Troy Design Services
Citizens Bank
John Hancock Life Insurance
A. L. Williams
National Welding Corp.
Select Office Products
American Geographics
Genesee Packaging, Inc.

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HOW IS THE VETERANS EMPLOYMENT/INFORMATION PROGRAM FUNDED?

The Veterans Employment/Information Program has been solely funded by individual supportive contributors and In Kind Contributions.

Contributions are used for postage, posters, printings, supplies, ets. There is no use of funds for salaries, fringes or other benefits as committee members, veterans and volunteers give freely of their time to plan, coordinate and implement the program.

The project is an excellent example of "few dollars" working to the utmost to help the many. Thanks and appreciation to all those who contributed of their time to make this year's event such a success.

The Veteran Planning Committee is grateful for the funds received and appreciates the contributions that helped make this years program a reality.

Funds for next year's program are being accepted.

Contributions may be sent to:

Joann Whitehead, Veterans Chairperson
MSU Cooperative Extension Service
G-4215 W. Pasadena Avenue
Flint, MIchigan 48504

Checks should be made payable to: Michigan State University

For funding information call: 732-1484

* A report of this year's funds and expenses follows.

VETERANS EMPLOYMENT/INFORMATION PROGRAM 1984

Financial Report

Funds Received:

Donor	Amount
VFW Aux. 5666	$25.00
Evelyn Mackeye (United Way)	$50.00
Gordon Bennett VFW Aux.	$75.00
Veterans of Foreign Wars	$25.00
Vietnam Veterans of America	$25.00
	$200.00

Expenses

Postage (Vet. Inf. Center)	$24.80
Postage (Coop. Ext. Serv.)	$110.20
	$135.00

$65.00 Balance on hand

In Kind Contributions

MESC (Lapeer and Genesee Cty combined)
Materials:

Posters (500)	$300.00
Resume Bklts. (500)	$500.00
Envelopes/postage	60.00
75 Employer Packets	75.00
Job Talent Booklets	125.00
Veteran Guides (500)	15.00
	$1,075.00

MESC Volunteer Hours 142 Hours (Includes Mileage expenses)	$3,701.40	
	$4,776.40	TOTAL

Flint City Government

Xerox, Collating	$70.00	
Postage	$27.00	
Typing	$18.00	
Telephone (Arranging Meetings)	$60.00	
	$175.00	TOTAL

Mott Community College		
Facilities	$1,118.00	
Computer Time	184.80	
Set Up-Take Down	80.00	
Staff Time	34.94	
Refreshnents	250.00	
Mailings to Veterans enrolled	40.00	
Security	25.00	
Staff Assistance	85.00	
	$1,848,48	
MCC Volunteer Hours		
20 hours	300.00	
	$2,148.48	TOTAL
Cooperative Extension Service -Genesee		
Job Tool Bklts (500) @ .30	$150.00	
Job Training Handouts #)) @ .03	9.00	
Labor Brochures 300 @ .06	18.00	
Flyers 1800 @ .03	54.00	
Plastic Bags 500 @ .05	25.00	
Name Tags 20 @ .20	4.00	
Envelopes 575 @.05	27.75	
Address Labels 30 @.15	4.50	
Other- Letters, copies, minutes,etc.	136.00	
	$418.25	
Use of Meeting Room (Approx. value)	900.00	
Clerical Assistance	425.00	
Staff - volunteer hours 75 hours	750.00	
Use of Equipment	250.00	
	$2,325.00	
	$2,743.25	TOTAL
Cooperative Extension Service (Shiawassee)		
Cards 500	$19.25	
Clerical Assistance 10 hours	100.00	
Volunteer hours & mileage (approx.)	250.00	
	$369.25	TOTAL
Veterans Administration		
Booklets (400)	*	
Volunteer Hours	*	

* Actual dollar value not available

U. S. Senator Riegle's Office

Pamphlets (400)	*
Volunteer Hours 15	*

Genesee County Veterans Information Center

Volunteer Hours 20	$260.00

Other

Many other concerned individuals worked to make this project a success. Additional Volunteer hours were provided by Veterans, resource speakers, agency representatives, other than the committee members themselves, employers and people from the general population. Their contribution of time is appreciated and added collectively to the total number of hours expended to complete the program.

		Approx. Value
Volunteer Hours	795	$7,950.00

SUMMARY COSTS FOR PROGRAM DEVELOPMENT/IMPLEMENTATION

Actual Expenses	$135.00
Total In Kind Contributions (Includes materials, volunteer hours)	$14,864.63
	$14,999.63

TOTAL COST

* Actual dollar value not available

PROJECT EVALUATION

The true measure of success for a program like the Veteran Employment/ Information Program cannot be measured solely by attendance or the immediate audience response. As we have seen in previous pages of this report Veterans and their family members continue to benefit from the information and resources long after the actual program date.

The impact continues to be felt by all those involved who are reporting a greater influx of clientele, a more informed and hopeful Veteran population and positive results. Almost all the planning committee members have received favorable feedback and can relate specific examples of Veteran productivity, be that gainful employment, enrollment in training or other general forms of assistance.

EVALUATION DATA FROM VETERANS SHOWED:

The overall program was very favorably received.
It was helpful to have other agencies present.
The presentations were very helpful.
Veterans received worthwhile resource information.
Most obtained an interview.
Ihe information packets were very helpful.
Individual remarks were predominantly positive.

Veteran Comments:

I enjoyed it All.
Thank You.
Although, this was my first seminar, it was very well presented.
Good start, keep it up.
Good program.
Very worthwhile, thank you 659 Veterans Community.
Eliminate or clarify registration time
Have more employers

I would like to thank all the individuals who put together this program for their efforts. Your work may be under appreciated but it is much needed.

Like the telephone, the Veteran Employment/Information Program has reached out and touched someone, offered hope, help and new vistas.

Summary:

The 1984 Veteran Employment/Information Program was successful in achieving its' three primary goals:

To provide general resource information
Access to Education and Training Opportunities
Employment and Job Preparation

Veterans are better informed and prepared for the employment market.

Community reaction was very favorable.

Lapeer County responded enthusiastically and wants to participate again next year.

Some Veterans or family members have found work.

An increased number of employers as well as Veterans are aware of EVJT (Emergency Veterans Job Training) and TJTC (Targeted Job Tax Credit)

The 1984 Veteran Employment/Information Program was another major accomplishment and a very fine example of the few working together under sometimes adverse or stringent conditions to get the job done.

* * * * *

Our special thanks go out to all who contributed in any way to make this year's Veteran Employment/Information Program another fine success.

VETERANS PLANNING COMMITTEE - 1984

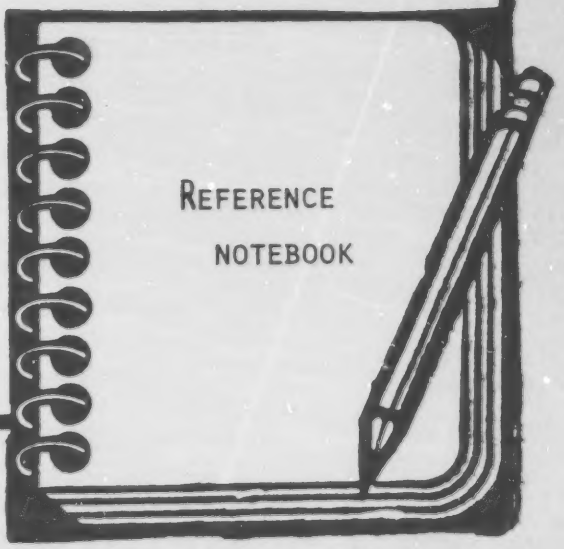
Report Courtesy of:
MSU COOPERATIVE EXTENSION SERVICE
Genesee County

Compiled by:
Joann Whitehead
Chairperson
Veterans Planning Committee

RESOURCE COUNCIL

OF

GENESEE COUNTY



RESOURCE COUNCIL OF GENESEE COUNTY

REFERENCE NOTEBOOK

INTRODUCTION

Information sharing is an important facet of the Resource Council. In an effort to increase agency cooperation and referrals, individual reference sheets for each participating Council member have been compiled.

One of the primary goals of the Resource Council was the development of in inter-agency Resource Reference Notebook. The purpose of the notebook is to provide easier access to the specific services provided by each agency and to familiarize the overall membership with the scope of programming, contact persons and/or educational resources and material that are available.

"Success is a Journey, not a destination."
Art Linkletter

Notebook Compiled by:
Julianne Price
Lisa Brunet
Joann Whitehead

The Cooperative Extension Service is an educational agency with programs open to all people regardless of race, color, national origin, or sex.

RESOURCE COUNCIL OF GENESEE COUNTY

The Resource Council of Genesee County is the by-product of the efforts and concerns of community minded individuals who have banded together in these trying economic times to help alleviate the trials and hardships of their clientele who are unemployed, under-employed, economically disadvantaged or making career changes.

In the past, the participating agency representatives have worked cohesively as a team in sponsoring and coordinating Job Fairs, Employment related programming and other community resource sharing events. The common bond was to find work for the unemployed and to provide current resource data.

The goals and purposes of the Council are to foster a renewed awareness and sensitization and enhance continued community cooperation, overcoming the seemingly ever present presence of Turf-Dom and to provide a neutral Job Lead Sharing Network system that works.

Membership in the Resource Council of Genesee County is open to all persons in Genesee County whose primary work function is in job placement and are employed at a public agency. The council meets once every month on the second Wednesday. The purpose of the meetings has been to enlarge our network of people in placement, to encourage the sharing of information and to become more familiar with the goals and services of other agencies.

A list of established goals were formed by the committee and priorities set by the Council. The number one priority was to establish a "Cooperative Jobline" - an employment lead sharing network for Service Providers. This goal is becoming a reality. With a grant from the Michigan Department of Education - Adult Extended Learning Services the Jobline is in operation.

732-8970

PROJECT DIRECTOR:
ROSEMARIE HOFFMAN
HOME ECONOMIST

COUNCIL CHAIRPERSON:
JOANN WHITEHEAD
PROGRAM ASSOCIATE

COUNCIL VICE CHAIRPERSON:
JANIE FRASIER

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TABLE OF CONTENTS

BEECHER ADULT AND CAREER EDUCATION

DETROIT COLLEGE OF BUSINESS

FLINT COMMUNITY SCHOOLS (OFFICE OF SPECIAL PROJECTS)

FLINT RESIDENTIAL CARE CENTER

GENESEE COUNTY COMMUNITY MENTAL HEALTH

GENESEE COUNTY PRETRIAL SERVICES AGENCY

GOODWILL INDUSTRIES, INC.

GREATER FLINT O.I.C.

INTERNATIONAL INSTITUTE

JORDAN COLLEGE-FLINT CAMPUS

MICHIGAN EMPLOYMENT SECURITY COMMISSION -NORTH OFFICE

MICHIGAN EMPLOYMENT SECURITY COMMISSION- SOUTH OFFICE

MICHIGAN INDIAN EMPLOYMENT & TRAINING SERVICES, INC.

MICHIGAN REHABILITATION SERVICES

MSU COOPERATIVE EXTENSION SERVICE

MOTT ADULT HIGH SCHOOL-CONTINUING EDUCATION

MOTT COMMUNITY COLLEGE

NEW PATHS, INC.

PROJECT LIFE (LIVING INSTRUCTION/FAMILY EDUCATION)

PROJECT S.E.L.F.

SENIOR CITIZENS SERVICES

VALLEY AREA AGENCY ON AGING

AGENCY: Beecher Adult & Career Education

1149 Klein Street

Mt. Morris, MI 48458

PHONE: 686-3500
PHONE HOURS: 8:00 - 3:30
OFFICE HOURS: 7:45 - 3:30

AREA SERVED: Genesee County

DIRECTOR: Dr. William Dietzel

CONTACT: Dr. William Dietzel, Miss Ann Hill

SERVICES: (List categorically. Description may be continued on reverse side)

High School Completion Classes (Classes begin every September & January)
Basic Education Classes (Pre High School) - open entry
Vocational Programs including automobile mechanics, medical office assistant, and clerical/secretarial
Classes begin every September & January
Job Club - morning (8:00 - 11:30) and afternoon (12:00 - 3:30) sessions
Each session runs for one month - check with the office for the dates of classes

In addition, we operate training programs from alternative funding sources including JTPA. These vary, but in the past have included training in the clerical field and Job Clubs.

REQUIREMENTS: Vary depending on the program; call 686-3500 to get further information.

FEES: FREE for those under the age of 21 or not possessing a high school diploma

TRANSPORTATION: MTA service directly to the school three times a day.

PARKING: Provided directly behind the Riley Building

BARRIER FREE: YES

ITEMS NEEDED: NONE

AGENCY: Detroit College of Business

3115 Lawndale Ave.

Flint, MI 48504

PHONE: (313) 239-1443
PHONE HOURS: 8:30 a.m. - 8:30 p.m.
OFFICE HOURS: same

AREA SERVED: Genesee County and surrounding areas

DIRECTOR: Dean Ralph Stingel

CONTACT: Jacqueline Giles

SERVICES: (List categorically. Description may be continued on reverse side)
The college is a private business oriented educational institution. We offer Bachelor of Business Administration Degrees in the following curricula:

Accounting	Management
Data Processing	Information Management
Accounting/Data Processing	Office Administration

Two-year students can earn an Associate in Business Administration Degree in one of the following areas:

Accounting	Travel and Tourism
Data Management	Word Processing Administration
Executive Secretarial	General Management

REQUIREMENTS: High school graduate or GED graduate

TRANSPORTATION: Located on the bus line

PARKING: yes

BARRIER FREE: yes

ITEMS NEEDED: Proof of graduation (transcript or GED), $20.00 application fee.

AGENCY: Office of Special Projects
Flint Community Schools

923 E. Kearsley Ave.

Flint, MI 48502

PHONE: (313) 762-1800
PHONE HOURS: 8:00 a.m.-5:00 p.m.
OFFICE HOURS: 8:00 a.m.-5:00 p.m.

AREA SERVED: City of Flint Residents

DIRECTOR: William Crawford

CONTACT: Marvin Gilliam, Coordinator
Lewis Center, Room 16
3218 N. Franklin
Flint, MI 48506

SERVICES: (List categorically. Description may be continued on reverse side)

Try-Out Employment - Flint Schools pays employee for training provided by an employer.

Pre-Employability Skills Training - Training of appropriate work behavior, preparation before job search, and self-directed job search.

Employment Services - Referral Service for private sector employers, specialized training, OJT, and self-directed job search.

REQUIREMENTS: Ages 14-21 (Summer) Low Income or Foster Child or Handicapped
Ages 16-21 (School Year) Low Income or Foster Child or Handicapped

FEES: None

TRANSPORTATION: Own/Public

PARKING: Yes

BARRIER FREE: No

ITEMS NEEDED: Income Statement within last 30 days
Social Security Card
Birth Certificate
Proof of Residence.

AGENCY: *Flint Residential Care Center*

1526 W. Court Street

Flint, Michigan 48503 *235-8913*

PHONE: *235-8913*
PHONE HOURS: *24 hours*
OFFICE HOURS: *7:00 a.m. - 5:00 p.m.*

AREA SERVED: *State of Michigan*

DIRECTOR: *John Litwin*

CONTACT: *John Litwin, Director or Robert Barnett, House Manager*

SERVICES: (List categorically. Description may be continued on reverse side)

Flint Residential Care Center provides a staff structured community placement for 12 young men, ages 15 through 18. The program services both pre and post institutional needs of young persons, with individual treatment plans developed for each.

Educational/vocational programs are mandatory for all residents. Employment readiness is also an important component for most residents, while actual jobs, of course, depend as much on good fortune as upon effort. Drug counseling, medical and mental health services, family counseling are available, as determined by need. The emphasis is to expose our residents to as much community involvement as possible, to educate them about community resources and the means to obtain them.

Release placement planning is also an integral part of the program. Family counseling is provided or is contracted for in the community. Home visits are structured to facilitate the residents eventual return home. These could include foster or relative home placement, group homes, college dorms, independent living, etc. Each, of course, requires special planning involving both the resident and house staff.

Flint RCC is a short term program with an average length of stay of 4 1/2 months.

REQUIREMENTS:

Potential residents must be wards of the State of Michigan or wards of a County Probate Court. However the latter category would generally be limited to Genesee County Probate Court.

FEES: *Flint Residential Care Center is a public agency (federal and state funds).*

TRANSPORTATION: *State of Michigan van.*

PARKING:

BARRIER FREE: *Yes.*

ITEMS NEEDED:

AGENCY: Genesee County Community Mental Health PHONE: (313) 257-3669

Rehabilitation Services

PHONE HOURS: 7:00 a.m. to 4:30 p.m.
OFFICE HOURS: 8:00 a.m. to 4:30 p.m.

AREA SERVED: Genesee County

DIRECTOR: Harry Fauber

CONTACT: Pamela C. Teunis

SERVICES: (List categorically. Description may be continued on reverse side)

Evaluation to provide that each individual's current level of functioning is assessed/reassessed to determine or adjust service objectives.
-Laboratory Testing
-Situational Assessment
-Interest Testing/Skill Assessment
-Personal/Social Assessment

Personal Social Development Training to provide an innovative behavioral learning environment with emphasis on personal and social adjustment.

Work/Activity Programming is designed to provide an environment that encourages individuals to participate in social, recreational, educational, and vocational tasks which will maximize independent participation in the community.

Work Adjustment Training is designed to serve individuals who are exclusively on a vocational track. Training is short term and places emphasis on fine tuning of work related skills. Specific areas of training include:

Production work, food service, cafeteria, janitorial and industrial laundry.

Continued on back---

REQUIREMENTS:

CI serves: Adults (16 years or older) residents of Genesee County who have a mental and/or physical disability that prevents them from appropriate functioning in community and/or participation in other educational or vocational programs or community employment.

FEES: Variable

TRANSPORTATION:

PARKING: Available

BARRIER FREE: Yes

ITEMS NEEDED: Current physical, diagnostic code

Services Cont.

Alternative Employment is a long term sheltered job placement in our workshop or a tailor made community placement under the supervision of a CI Supervisor and/or a Counselor.

Placement Services include Vocational Exploration, Job Readiness Training, On-The-Job Evaluation, On-The-Job Training and placement into competitive employment with follow-up services.

Community Support Services include Adult Basic Education, medical, dental, counseling, recreation, referral and follow-up.

AGENCY: Genesee County Pretrial Services Agency PHONE: 313/257-3480
PHONE HOURS: 8:00 a.m.-5:00 p.m.
932 Beach Street OFFICE HOURS: 8:00 a.m.-5:00 p.m.
Flint, MI 48502 AREA SERVED: Flint/Genesee County

DIRECTOR: Eugene S. Baldwin

CONTACT: Julianne Price

SERVICES: (List categorically. Description may be continued on reverse side)

Prebail Investigation and Supervision
First Felony Diversion
Defender Administrator Services
Job/Group Counseling for Clients

REQUIREMENTS: Criminal Justice System Referred

FEES: No client fees for job related services

TRANSPORTATION: Public

PARKING: Poor, but available

BARRIER FREE: Yes

ITEMS NEEDED: None

AGENCY: Goodwill Industries Inc.

501 S. Averill Avenue

Flint, MI 48506

PHONE: 313- 762-9960 Ext. 39
PHONE HOURS: 8:00 a.m. to 5:00p.m.
OFFICE HOURS: 8:00 - 4:00

AREA SERVED:

DIRECTOR: Mr. Gerald Kane

CONTACT: Mr. Bert A. Simmonds Job Placement & Marketing Representative

SERVICES: (List categorically. Description may be continued on reverse side)

Supportive Services

Vocational Counseling
Medical Services
Social and Recreational Activities
Religious Services
Psychological Services
Motivational Classes
Food Services
Social Case Work
Transportation
Job Placement Services
Follow-up
Residential Facilities

Work Adjustment Training
Cafeteria and Kitchen Worker
Janitor
Retail Sales Clerk
Major Appliance Repair
Small Electrical Appliance Repair
Bicycle and Metal Toy Repair
Textile Steam Pressing
Furniture Repair
Upholstery Repair
Small Gasoline Engine Repair
Radio, Record Player, and T.V. Repair
Industrial Work
Other Work Stations

REQUIREMENTS:
Handicap

FEES:

TRANSPORTATION:

PARKING: Excellent

BARRIER FREE: Yes

ITEMS NEEDED:

AGENCY: GREATER FLINT O.I.C.

708 Root Street - Suite 122

Flint, Michigan 48503

PHONE: (313) 239-5512
PHONE HOURS: 9:00 a.m. - 5:00 p.m.
OFFICE HOURS: 9:00 a.m. - 5:00 p.m.

AREA SERVED: Genesee / Shiawassee

DIRECTOR: Reverend Harry L. Redds, Executive Director

CONTACT: Michael Fernandes, Deputy Director

SERVICES: (List categorically. Description may be continued on reverse side)

1) Job Club-Contact Woodrow Stanley.
A self-directed job search program that is four (4) weeks long. Provides supportive counseling services.

2) Less-Than-Class-Size Training - Contact Reginald Richardson or Glenora Roland
Provides training to those individuals ready for college level curriculum.

3) Centralized Indepth Assessment - Contact DeAnna Thompson
Assist individuals with career direction through Evaluation, Exploration and Counseling.

4) Urban Learning Institute - Contact Jalal u din or Jean Conyers
Provides job search activities, academic tutoring, and career placement for individuals with academic difficulties. Initial assessments made to determine academic strengths and weaknesses prior to enrollment.

5) Older Workers Program - Contact Joyce Miller
Provides skilled training and directed job search training to seniors, ages 55 and older. Environment is supportive and barrier free.

REQUIREMENTS:

Must be eighteen (18) years of age or older
Motivated

FEES: N/A

TRANSPORTATION: Bus to Saginaw & Fifth or Detroit Streets

PARKING: Saginaw & Fifth Streets

BARRIER FREE: Yes

ITEMS NEEDED: Driver's license or non-drivers i.d.
Social Security Card
Voter's Registration or Birth Certificate
Income verification for last 6 months (check stubs, D.S.S. client notice budget sheeet, Unemployment card and check stubs).
Vocational Rehabilitation Card, if applicable

AGENCY: International Institute

515 Stevens

Flint, MI 48503

PHONE: 767-0720
PHONE HOURS: 9-5 M-F
OFFICE HOURS: 9-5 M-F

AREA SERVED: Genesee County and surrounding areas.

DIRECTOR: Mr. David Lawrence

CONTACT: Lisa Kautz
Christie Tabacchi

SERVICES: (List categorically. Description may be continued on reverse side)

Job development
Career counseling
Employment skill training
English as a second language

REQUIREMENTS: Foreign born or of foreign born ancestry.

FEES: None

TRANSPORTATION: Near bus line downtown; Saginaw and Second

PARKING: Free

BARRIER FREE: Yes

ITEMS NEEDED: None

AGENCY: JORDAN COLLEGE - FLINT CAMPUS
3488 N. JENNINGS ROAD
FLINT, MICHIGAN 48504

PHONE: (313) 789-0520
PHONE HOURS: 8-5 p.m. (M-F)
OFFICE HOURS: 8-5 p.m. (M-F)

AREA SERVED: Flint/Genesee County

DIRECTOR: Dan Scott

CONTACT: Carol Brown

SERVICES: (List categorically. Description may be continued on reverse side)
Jordan is an independant private college with community service priorities, designed to meet post-secondary educational needs.

Two Year Degree Programs

ACCOUNTING
BUSINESS ADMINISTRATION
CHILD DEVELOPMENT
COMPUTER INFORMATION
LIBERAL ARTS
SECRETARIAL SCIENCE
SOCIAL WORK TECHNICIAN

One Year Certificate Programs

ACCOUNTING AID - CHILD CARE AID
BUSINESS ADMINISTRATION
DATA PROCESSING ASSISTANT
DATA PROCESSING ASSISTANT: MICROCOMPUTER
DATA PROCESSING ASSISTANT: PROGRAMMING
EXECUTIVE SECRETARY - LEGAL SECRETARY
MEDICAL SECRETARY - SECRETARY
RETAILER - WORD PROCESSOR

STUDENT SERVICES

Job Placement
Personal Counseling
Tutorial Service
Student Government
On-Campus Day Care Center
Reading and Math Labs
Foundation Program
Athletics

Continued on back--

REQUIREMENTS:

High school graduate or GED graduate or Letter of Recommendation from a professional attesting that the individual has the ability to benefit from our programs. Admission Test

FEES: $15.00 Student Fee, $15.00 Matriculation Fee (once only), Lab Fee - Variable.

TRANSPORTATION: MTA Bus Line/Jordan Shuttle Bus

PARKING: Designated Parking

BARRIER FREE: YES

ITEMS NEEDED: Proof of graduation (transcript or GED) or Letter of Recommendation.

FINANCIAL ASSISTANCE (for qualifying applicants)

Pell Grant
Michigan Tuition Grant
Michigan Tuition Differential Grant
Jordan Institutional Grant
Loans
Other types of aid

JOB PLACEMENT - Assistance with all phases of the job search from resume' writing and interview skills to actual contacts with employers.

PERSONAL COUNSELING - Personal counseling from our professional staff is available to assist students in overcoming barriers to success.

TUTORIAL SERVICE - A free service to students desiring assistance with particular classes.

FOUNDATION PROGRAM - A special concentration of courses that promote basic math and reading skill development.

READING AND MATH LABS - Another tool to assist in skill development.

ON-CAMPUS DAY CARE CENTER - A convenient, comfortable and educational environment for children of college students.

STUDENT GOVERNMENT - Activities, college store, clubs and more.

ATHLETICS - Intercollegiate and intramural sports in our large gymnasium for those who like to remain physically active.

AGENCY: Michigan Employment Security Commission

5402 Clio Rd.

Flint, Michigan 48502-2268

PHONE: 313 787-3300
PHONE HOURS: 8:30 - 4:30, Mon. thru Fri.
OFFICE HOURS: Same

AREA SERVED: Genesee County

BRANCH MANAGER:
Mr. William E. Cotton

CONTACT: Mr. Ronald Rhinevault, Job Service Supervisor
Carrie Dantzler, Job Service Lead Worker or
Glenda Douglas, Veterans Employment Representative

SERVICES: (List categorically. Description may be continued on reverse side)
Job placement, occupational counseling, testing, and special services to veterans and the handicapped. Administers all employment insurance programs under State and Federal laws. Community based employment and referral service.

REQUIREMENTS: None

FEES: None

TRANSPORTATION: Public Transportation

PARKING: Yes

BARRIER FREE: Yes

ITEMS NEEDED: Call or walk in for information.

AGENCY: Michigan Employment Security Commission

4150 Van Slyke

Flint, Michigan 48507

PHONE: 767-0150

PHONE HOURS: 8:30-4:30, Mon. thru Fri.

OFFICE HOURS: Same

AREA SERVED: Genesee County

Branch Manager: Thomas Tomaskovich

CONTACT: John Stadel, Job Service Supervisor
Leberta McCree
Lynn Gearhart

SERVICES: (List categorically. Description may be continued on reverse side)

Job placement, occupational counseling, testing, and special services to veterans and the handicapped. Administers all employment insurance programs under State and Federal laws. Community based employment and referral service.

REQUIREMENTS: None

FEES: None

TRANSPORTATION: Public Transportation

PARKING: Yes

BARRIER FREE: Yes

ITEMS NEEDED: Call or walk in for information.

AGENCY: Michigan Indian Employment & Training Services, Inc.
124 W. First Street
Flint, Michigan 48502

PHONE: (313) 235-7029
PHONE HOURS: 8:30-5:00, M-F
OFFICE HOURS: Same

AREA SERVED: Genesee, Shiawasee, Huron, Sanilac, Lapeer, Tuscola

DIRECTOR: Alice Yellowbank

CONTACT: Gerald Chingwa, Employment Coordinator
or
Catherine Bebo, Employment Service Representative

SERVICES: (List categorically. Description may be continued on reverse side)

1. SERVICE COMPONENT: An opportunity to participate in a NATIVE AMERICAN CAREER COUNSELING CLUB where the participant is assessed and instructed on how to properly prepare for and seek employment.
2. CLASS ROOM TRAINING/OCCUPATIONAL TRAINING: Skill training is offered to enrollee by a certified training institute.
3. WORK EXPERIENCE: Short term work assignment available to IN-SCHOOL YOUTH, SUMMER YOUTH, and ADULTS.
4. TRY-OUT-EMPLOYMENT: Assigned entry level employment at Private for-Profit worksites.
5. INFORMATION FOR THE EMPLOYER: MIETS program services provide free placement services to employers. All clients are assessed and consider job ready before referral to employment.

REQUIREMENTS:

1. Indian Certification of (1/4) or more American Indian.
2. Be economically disadvantaged as determined by the office of Management and Budget poverty guidelines.

FEES:
NONE

TRANSPORTATION:
Yes, public, one block.

PARKING: Yes, 502 Beach Street, parking lot next to Michigan Bell Telephone Company.

BARRIER FREE:
Yes

ITEMS NEEDED:
Call for information/appointment

AGENCY: Michigan Rehabilitation Services

125 E. Union, 7th Floor

Flint, MI 48502

PHONE: (313) 768-2103
PHONE HOURS: 7:30 a.m. to 5:00 p.m.
OFFICE HOURS: 7:30 a.m. to 5:30 p.m.

AREA SERVED: Genesee & Shiawassee Counties

DIRECTOR: Gerald Grantner, District Manager

CONTACT: Janie Frasier

SERVICES: (List categorically. Description may be continued on reverse side)

Medical or Psychological Evaluation
Vocational Evaluation/Career Selection
Physical Restoration: prosthetic devices, eye glasses, physical therapy, hearing aids, etc.
Job Training
Transportation
Tools, Equipment, Licenses
Job Placement Assistance
Employment Follow Up
Post-Employment Services

REQUIREMENTS: Applicants must be interested in working. They must also have a physical or mental disability which causes them some problem in preparing for, finding or keeping a job.

FEES: In most cases, there is no charge. In a few rare instances, clients are asked to share in the cost of some services, if they are able.

TRANSPORTATION: Available to MTA bus route.

PARKING: Off Harrison, behind University of Michigan-Flint.

BARRIER FREE: Yes.

ITEMS NEEDED: Some knowledge of the disability and its impact on working.

AGENCY: MSU COOPERATIVE EXTENSION SERVICE

G-4215 W. Pasadena Avenue

Flint, Michigan 48504

732-1484
PHONE: 732-8970
PHONE HOURS: 8 a.m. to 5 p.m. M-F
OFFICE HOURS: 8 a.m. to 5 p.m. M-F

AREA SERVED: Genesee County

DIRECTOR:
Henry J. Allen

CONTACT: Rosemarie Hoffman, Home Economist
Joann Whitehead, Program Associate

SERVICES: (List categorically. Description may be continued on reverse side)

COOPERATIVE JOBLINE - Cooperative Extension Service acts as a Host Agency and provides directorship for a job lead sharing network established and initiated by the Resource Council of Genesee County. The Council is comprised of a team of service providers from non-profit agencies whose prime function is in placement, job training and/or development. The Jobline message center provides current information on local employment opportunities.

EMPLOYABILITY PLUS - a pre-employment training series of workshops and job seeking activities designed to prepare job applicants to enter the work force more successfully.
Classes usually meet two days per week, 9 a.m. until noon, allowing 3 days per week for individual job search. Course includes career evalutions and choices, interview techniques, appearance, attitude, job search strategies, resumes, cover letters and other related subjects. Registrations accepted on a continual basis.

Resume and MOIS (Michigan Occupational Information System) counselings provided on an appointment basis.

Additional educational resource information available upon request.

REQUIREMENTS: (continued on other side)
No income or educational limitations.

Cooperative Extension Service is an educational agency with programs open to all people regardless of race, color, national origin or sex.

FEES:
None

TRANSPORTATION:

PARKING: Free

BARRIER FREE: Yes

ITEMS NEEDED:

Employability Plus Outreach offers resource speakers for clubs, school, organizations and can provide a complete series, or one or two day training segments in other locations in the community on a request basis.

Cooperative Extension Service can also provide In-Service training For Job Club personnel and placement personnel

Contact: Joann Whitehead

FAMILY LIVING EDUCATION

Family Living Education offers programs on Stress, You Can Do it (Home maintainence and repairs series), Money Management, Parenting, Time Management, Master Shopping and other related topics and educational information.

Small Business- FLE offers training in starting a small business, including; business procedures, advertising, marketing, public relations, record keeping and other related topics. Course offered several times per year. Resource Information Available.

Contact: Rosemarie Hoffman

General Nutrition Information and workshops and canning information provided on a request basis.

EFNEP (Expanded Food and Nutrition Education Program) Designed to help low income clients to shop wisely and stretch food Dollars.

Contact: Jeanne Clark

OTHER AVAILABLE SERVICES

Resource Information and Classes:

Energy Conservation	Contact: Andrew Nelson
Horticulture	Contact: Gail Budnick
Agriculture	Contact: John Leech
4-H Youth Porgram	Contact: Brad Harnick- Joan Blondin

AGENCY: Mott Adult High School--Continuing Educa
Flint Community Schools
1231 E. Kearsley Street
Flint, MI 48503

PHONE: (313) 762-1101
PHONE HOURS: M-F - 8-5
OFFICE HOURS: M-Th 6-8
(Same) Sat 9-12
AREA SERVED: Genesee County

DIRECTOR: Nickolas Manych

CONTACT: Kent Copeman
Betty Ramsdell

SERVICES: (List categorically. Description may be continued on reverse side)
For adults (18+), high school completion program, GED preparation and testing, plus basic reading and arithmetic classes. Extensive job entry and refresher courses are offered in clerical, retailing, health, automotive, welding, skill trades preparation. Basic skill evaluation, Interest Inventories and Aptitude Testing is done throughout the year. Most programs are offered day and night at various schools in Flint and the Genesee Area Skill Center.

General Subject Areas

*Art - Basic and advanced including silk screen processing.
*Automotive - Courses include auto body repair, engine tune-up, electrical and diesel.
*Blueprint Reading - Industrial building, electrical, machine and residental, commercial trades.
*Business - Accounting, business machines, computers, data/word processing, data entry skill and typing.
*Career Planning - Career planning and job search
*Community Service - Child care, social work and teacher aide
*Drafting, Drivers Education, Electronics, Small Engine
*English - Writing, spelling, speach and journalism
*ESL - Classes for students from other countries
*Family Education - Single parent, divorce and life skills
*Foods - Catering, baking, nutrition, and breads.
*Furniture - Making, refinishing and upholstering
*GED - General Educational Development Test
*Health Occupations - Dental assistant, E.K.G. assistant, EMT, medical clerical, medical terminology, nurse assistant, pharmacy technician, and ward clerk.
*Industrial Technical - Graphic arts, household repair, refrigeration, sheet metal layout, national electrical code, and machine occupations.
*Math - Arithmetic, basic, intermediate, algebra and geometry.
*Music, Photography, Psychology
*Reading - Basic, intermediate and advanced
*Science - Florist aide, biology, fluid power, physics, and chemistry.
*Sewing - Basic, intermediate, alterations, draperies, tailoring and yarncraft.
*Social Studies - American history, civics, economics and current issues
*Welding - Oxy-acetylene, arc, heliarc, and pipe.

REQUIREMENTS: None

FEES: None, except for high school graduates over 20

TRANSPORTATION: Public transportation in front of building

PARKING: Yes, free, off street

BARRIER FREE: Yes

ITEMS NEEDED: Call for information

AGENCY: Mott Community College

1401 E. Court, Flint, MI 48502

Genesee, Shiawassee & Lapeer County

DIRECTOR: Craig Searight

CONTACT: Same

SERVICES: (List categorically. Description may be continued on reverse side)
The Placement Office offers lifetime employment services to all students, former students and graduates interested in part-time, full-time, summer or career employment opportunities. The office maintains a listing of available full & part-time positions on campus and with employers in business, industry, government and public service organizations in the area. A placement credential file is maintained and distributed to prospective employers upon request. The placement office is in constant contact with the employer community as well as coordinating activities with local placement agencies and organizations to maximize job opportunities for students and graduates. Dissemination of information concerning employers needs, career opportunities, current labor demands and future employment projections is provided upon request. Individual assistance is provided in employability skills including resume and letter of application preparation, job search methods, interviewing techniques and salary negotiation. On campus interviews are arranged with employers who wish to recruit potential employees through the college. Placement personnel are available for other employment related events including classroom visitations, speaking engagements to community and employer groups, job fairs, and career information days.

REQUIREMENTS: Current or former Mott College Students or Graduate.

FEES: None

TRANSPORTATION: No

PARKING: Yes

BARRIER FREE: Yes

ITEMS NEEDED: None

AGENCY: New Paths, Inc.

765 E. Hamilton Ave.

Flint, Michigan 48505

PHONE: 233-5340
PHONE HOURS: 24 hours
OFFICE HOURS: 24 hours

AREA SERVED: Genesee County

DIRECTOR: D. Kenneth Peters

CONTACT: Joan Jacobs

SERVICES: (List categorically. Description may be continued on reverse side)

Vocational Assessment
Job Readiness Training
Job Search Supervision
Vocational Training Program in Culinary Arts
Job Development Activities
Vocationally-Oriented Support Groups

REQUIREMENTS: Clients must be residents of New Paths, Inc.

FEES: None

TRANSPORTATION: Public Transportation

PARKING: Yes

BARRIER FREE: Yes

ITEMS NEEDED: None

AGENCY: Project LIFE (Living Instruction/Family Education)

Lewis Center 3218 North Franklin

Flint, Michigan 48506

PHONE: 762-1193
PHONE HOURS: 8 am - 5 pm M-F
OFFICE HOURS: 8 am - 5 pm M-F

AREA SERVED: Genesee County

DIRECTOR: Robert V. Jewell

CONTACT: Wendy C. Phillips (Assessment/Support Counselor)

SERVICES: (List categorically. Description may be continued on reverse side)

Services: Instructional, supportive, and community information services for individuals, parents or families who are under high stress including the following: Instructional: Family and parent education, child care and development and social/living skills instruction. Individualized Occupational Support: An individualized approach for those coping with the social and emotional stress of occupational/employment changes. This service includes assessment, outreach, supportive assistance, learning experiences, networking with community resources and follow-up. Supportive: Child care, supportive counseling, community and other resource information. Community information: Presentations on family and parenting education, child care and development, and social/life skills. Also, maintains a resource center/lending library on family and child education for the general public and professionals.

REQUIREMENTS: Call for information

FEES: none

TRANSPORTATION: Public transportation, (Bus stop at Center)

PARKING: yes, free, off-street

BARRIER FREE: no

ITEMS NEEDED: call for information

AGENCY: Project S.E.L.F.

4401 Detroit Street

Flint, Michigan 48505

PHONE: 789-4000

PHONE HOURS:

OFFICE HOURS: 9:00AM - 5:00PM
Monday - Friday

AREA SERVED:

DIRECTOR: James Richardson

CONTACT: Michelle Bowman, Lead Counselor

SERVICES: (List categorically. Description may be continued on reverse side)

Vocational interest assessment, job readiess skills training, educational vociational training, individual long-term couseling, support groups and job placement.

REQUIREMENTS: Client must be receiving aid to families with dependent children from the Department of Social Services.

FEES:

TRANSPORTATION: Assistance available. Accessible via buslines, monetary.

PARKING: Parking facility is located across the street from the Project S.E.L.F. office.

BARRIER FREE: Yes

ITEMS NEEDED: None

AGENCY: Senior Citizens Services

2941 Raskob St.

Flint, MI 48504

PHONE: 762-1090
PHONE HOURS: 8:00-5:00, M-F
OFFICE HOURS: same

AREA SERVED: City of Flint

DIRECTOR: Jean M. Blue

CONTACT: Barbara A. McGhan
Senior Aide Project Director

SERVICES: (List categorically. Description may be continued on reverse side)

Senior Aide Program Services-
Identify eligible applicants. Provide orientation to Senior Aide Program. Placement in non-profit, tax exempt community service agencies for 20 hours/ week at wages ranging from $3.35 to $3.80 per hour.
Fringe benefits: health insurance, travel reinbursement, workers compensation, social security contribution, paid sick and vacation leave.
Advantages: on the job training and/or other training to provide new skills or upgrade present skills, supportive services when needed. Assistance with placement in the private sector.

Job Bank:
Referral service to unsubsidized jobs in the private sector for any individual who is at least 55, regardless of income. We register skills of interested individuals and inform them of openings. We also accept calls from employers and refer to them registered persons who have the skills desired. There is no fee for this service.

REQUIREMENTS: Senior Aide Program: Age 55 or older; low-income as defined by Federal Poverty Guidelines. Physical examination required.
Job Bank: Age 55 or older(no income limitations)

FEES NONE

TRANSPORTATION: Car & Bus service available

PARKING: Behind the building

BARRIER FREE: No

ITEMS NEEDED: Documentation of all sources of income for all family members living together for the last 12 calendar months.

AGENCY: Valley Area Agency on Aging

708 Root Street, Room 110

Flint, MI 48503

PHONE: (313) 239-7671
PHONE HOURS: 8:00 a.m. - 5:00 p.m.
OFFICE HOURS: 8:00 a.m. - 5:00 p.m.

AREA SERVED: Genesee, Lapeer, and Shiawassee counties

DIRECTOR: Valaria J. Conerly

CONTACT: Valaria J. Conerly

SERVICES: (List categorically. Description may be continued on reverse side)

OLDER WORKER EMPLOYMENT/TRAINING PROGRAM

The Older Worker Program provides employment and training services to economically disadvantaged individuals, age 55 or older, residing in Genesee or Shiawassee county. Services include job-seeking training, occupational training in a classroom setting, placement at educational institutions to refresh skills, and on-the-job training. Supportive services and counseling is also provided. Persons interested should contact Valley Area Agency on Aging.

REQUIREMENTS: To be eligible, the clients must meet the age, income, and residency requirements. Eligible applicants must have an income at or below the poverty level.

FEES: None.

TRANSPORTATION: Travel stipend or bus passes available for those who need it.

PARKING: Yes.

BARRIER FREE: Yes.

ITEMS NEEDED: Documentation of age, income, and residency.

AGENCY: _____ PHONE:
PHONE HOURS:
_____ OFFICE HOURS:

_____ AREA SERVED:

DIRECTOR:

CONTACT:

SERVICES: (List categorically. Description may be continued on reverse side)

REQUIREMENTS:

FEES:

TRANSPORTATION:

PARKING:

BARRIER FREE:

ITEMS NEEDED: